



R0220

Dear National Fire Academy Student:

Congratulations on your acceptance into the U.S. Fire Administration's/National Fire Academy's (USFA's/NFA's) *Fire Inspection Principles* (FIP) course. The goal of this course is to provide the participants with the fundamental knowledge, skills and attitudes to effectively and confidently conduct basic fire safety inspections.

You will find that this two-week course offers the latest information related to conducting fire safety inspections and is both challenging and rewarding at the same time.

Online pre-course assignment: *Testing and Evaluation of Water Supplies for Fire Protection* (Q0218)
(<http://www.usfa.fema.gov/training/nfa/courses/online.html>)

You are required to bring the following materials:

- A copy of the current edition of the International Code Council (ICC) fire code.
- There may be extra code books in the Learning Resource Center (LRC), but due to budget restrictions, we may not have copies for you in class. **In addition, we recommend that you bring electronic versions of the code to avoid the extra weight charges from the airlines. We will not pay overweight charges.**
- Copies of local ordinances that relate to the fire service community fire protection requirements.
- A calculator with four basic functions.
- An architect's scale ruler.
- Multiple colored highlighter pens.

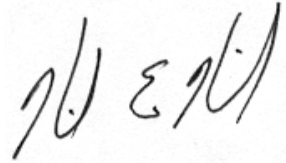
End-of-class graduation ceremonies are an important part of the course, and you are expected to attend. Please do not make any travel arrangements to leave campus until after you and your classmates graduate.

The course materials for this course are now available in a Bring Your Own Device (BYOD) format which will function on any electronic device. If you own an electronic device (laptop computer, tablet, etc.) and are familiar with its document reader functions, we are asking you to download the Student Manual (SM) **before you travel to Emmitsburg** and bring the preloaded device with you. Please see the page following this letter for complete instructions on successfully downloading your course materials. Please note: If you plan to bring/use an iPad, you may experience issues saving/storing/printing course assignments since there is no USB/thumb drive capacity for these devices.

For your information, the NFA classroom environment is PC based. As increasing numbers of students and instructors are bringing laptop computers or other electronic devices to campus, you alone are responsible for the security and maintenance of your equipment. The Academy cannot provide you with computer software, hardware or technical support to include disks, printers, scanners, etc. Classrooms are outfitted with surge protectors at each table for your convenience. Thumb drives or external hard drives used to bring course materials to class cannot be connected to FEMA property without being scanned for viruses. Due to time limitations for scanning, these devices cannot be larger than 8GB. Anything over this amount will not be scanned and cannot be used. A Student Computer Lab is located in Building D and is available for all students to use. It is open daily with technical support provided in the evenings. This lab uses Windows 7 and Office 2013 as the software standard.

Should you need additional information related to course content or requirements, please feel free to contact Mr. Woodrow Stratton, Training Programs Curriculum Training Specialist, at (301) 447-1380 or email at woodrow.stratton@fema.dhs.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Dr. Kirby Kiefer", is centered below the word "Sincerely,".

Dr. Kirby Kiefer, Acting Superintendent
National Fire Academy
U.S. Fire Administration

National Fire Academy Bring Your Own Device (BYOD) Course Materials/Download Instructions

The **first step** is to download ADOBE Reader to your device. This will enable you to read and manipulate the course materials. ADOBE Reader can be used to comment and highlight text in Portable Document Format (PDF) documents. It is an excellent tool for note-taking purposes.

For Laptops and Computers

ADOBE Reader can be downloaded from www.adobe.com/downloads/. It is a free download. Please note that depending on your settings, you may have to temporarily disable your antivirus software.

For Tablets and Other Similar Hand-Held Devices

ADOBE Reader can be downloaded onto devices such as iPads, android tablets, and other hand-held devices. ADOBE Reader for these types of devices can be found in the device's Application Store using the search function and typing in "ADOBE Reader." Follow the instructions given. **It is a free application.** Note: In order to have the editing capabilities/toolbar, the document needs to be "opened with ADOBE Reader." There should be a function on your device to do this.

After you have successfully downloaded the ADOBE Reader, please use the following Web link to download your R0220, *Fire Inspection Principles* (FIP) Student Manual (SM). (You may copy/paste this link into your Web browser.)

http://nfa.usfa.dhs.gov/ax/sm/sm_r0220.pdf

Note: Please make sure you download the ADOBE Reader first. To open the SM, you will need to open the ADOBE Reader and then open the SM through the ADOBE Reader in order for the note-taking tools to work properly.

If you need assistance, please contact nfaonlinehelp@fema.dhs.gov.